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| **TITLE:** Global Change Manager (Global Hiring) |
| **TEAM/PROGRAMME:** SCI Transformation Delivery | **LOCATION:** UK (London or Remote) or any existing Save the Children International Regional or Country office worldwide |
| **GRADE**: B, Mid-Senior Level / NAT 2 | **CONTRACT LENGTH:** Permanent |
| **CHILD SAFEGUARDING:**Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). |
| **ROLE PURPOSE:** The Global Change Manager (GCM) for Global Hiring sits within the Transformation Delivery Team within Save the Children International. This team is responsible for leading a complex set of transformation initiatives across the movement, including implementation into our 53 Country Offices, 5 Regional offices and 30 Member organisations. Transformation Delivery is accountable for a broad range of initiatives including target operating model, Business Process reengineering, System changes etc.Driven by challenging or fluctuating labour market conditions, our strategy and an increase in remote working possibilities post-Covid 19, Save the Children sees an increased need to ensure we are able to ensure we leverage our global presence and talent available across markets to fill key global positions based in different countries to the recruiting office.The Global Hiring Project aims to transform Save the Children’s ability to attract, contract and manage talent based internationally by determining an agreed list of global hiring countries and establishing a fit for purpose operating model. This will broaden our access to talent pools and enable us to effectively and efficiently source and manage the high-calibre, diverse talent and critical skills needed to deliver our mission for children.The project is kicking off early 2024 and is expected to take ~18-24 months. The project team currently consists of a small number of dedicated staff including a Project Lead, Global Change Manager and subject matter experts in different areas of global hiring.The GCM for the Global Hiring project will be responsible for understanding the context and stakeholders, and for assessing the impact of the proposed options to move forwards in terms of our culture, people, processes, data and systems. You will work closely with the wider initiative team to agree priorities, develop a robust change plan, and monitor progress against this plan. You will also be accountable for the development and delivery of all required change interventions needed across the workstreams, as well as ensuring the relevant leadership alignment required to support subsequent phases of the transformation journey. As the project progresses towards implementation, a key part of the role will be to manage the transition to the Regional Change Managers and Trainers, ensuring they receive the required upskilling and templates to effectively deliver change at the local level with ongoing support provided by the Global Change Manager.  |
| **SCOPE OF ROLE:** **Reports to:** Project Lead - Global Hiring**Staff reporting to this post:** None (in the future - possibility of a junior change resource reporting to this role depending on project scope and funding)**Budget Responsibilities:** None**Role Dimensions**: This role will work very closely with a number of stakeholders within Save the Children International’s and the Save the Children members’ HR, Legal and Finance teams as well as in SCI’s Transformation Delivery and IT teams. |
| **KEY AREAS OF ACCOUNTABILITY :** **Change strategy, impact assessment and planning*** Develop detailed change and impact analyses to identify the difference between current and future states across all workstreams in the initiative, and ensure that all people, process and system changes are documented, understood and effectively communicated
* Define a change approach to ensure that the desired changes are delivered effectively and in a sustainable way
* Develop detailed transition plans which capture all necessary activities at project and country level to manage the change process and deliver the solutions

**Communication and stakeholder engagement** * Develop a stakeholder analysis and ensure that it feeds into the development of change and comms planning
* Develop and manage the change and communications plan and the stakeholder engagement plan and ensure this factors in all key requirements
* Develop communications and change management material to support the engagements – such as a Compelling Story, Current/Future State Analysis, and overall change impact assessments
* Initiate various pathways of interactive communication that contribute to the acceptance, support and implementation success of the initiative

**‘Internal’ Project Change and Communications** * Develop and manage an ‘internal’ change and communications plan for the project team, reference groups and governance groups, to ensure they are kept abreast of plans, progress and changes and that their input is integrated into the initiative

**Project Management*** Responsible and accountable for all aspects of change and project management
* Work closely with the Project Lead to ensure all change and project auditable deliverables are incorporated into the overall project plan in Planview (project planning software) and to maintain all the required project and portfolio management reporting including risk and issues logs, dependencies, status updates etc. keeping the RAID (risks, assumptions, issues and dependencies) log reflective of risks and issues the project faces.
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self-accountable for smoothening the implementation and consolidation of project solutions by challenging the requirements and design
* holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the Lead Country Director and their key country resources accountable for their input and judgements per Phase

**Ambition:*** translates the ambitious and challenging goals for SCI projects in proactive action to avoid work or complications in a later stage, engages and encourages all relevant stakeholders, takes responsibility for their own personal development in this respect
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale

**Collaboration:*** builds and maintains effective relationships, with their C&D team, SCI project leads, project managers, PMO and representatives from the field
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** Educated to degree level / equivalent work experience. |
| **EXPERIENCE AND SKILLS****Essential*** Demonstrated experience and capability in change management and supporting the delivery of major projects in regards to business processes and systems within a large and complex international organisation as well as changes to organisation structure and ways of working
* Experience of working across project phases to deliver change management oversight and interventions
* Demonstrable ability to challenge the user-friendliness of set up, requirements and design for implementation and regular usage
* Experience of solving issues through analysis, definition of a clear way forward and ensuring buy in
* Excellent communication, stakeholder management and interpersonal skills. Engaging as well as assertive, influencing and negotiating
* Affinity, knowledge and experience of working within a standardised project/change methodology
* True passion for results, responsibility and proactivity
* Competent in MS Word, Excel and PowerPoint
* Able to effectively work and manage self in a volatile, uncertain, complex, and ambiguous (VUCA) environment

**Desirable*** Expertise and experience in HR capabilities, target operating models or other HR-related project implementations and/or global hiring
* Ability to speak one of the additional Save the Children core languages including French, Spanish and Arabic
* INGO experience
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| **Additional job responsibilities** The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.  |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:** We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.  |
| **Safeguarding our Staff:** The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy  |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:** Christine Truong  | **Date:** 15 January 2024 |
| **JD Reviewed and updated by:** Suzy Vincent | **Date:**  |
| **JD agreed by:**  | **Date:**  |
| **Evaluated:**  | **Date:**  |